

Decorator & Donor Information Guide - Festival of Trees 2026

Together, We Create Joy

Every tree, wreath, centerpiece, basket, and specialty item displayed at Aspirus Health Foundation's Festival of Trees represents something special. It represents generosity, creativity, community spirit, and compassion for our neighbors.

Each year, thousands of community members visit Festival of Trees to celebrate the holiday season, create cherished memories, and support individuals and families receiving care through Aspirus. Proceeds from Festival of Trees help support Aspirus comfort care and hospice services, Hospice House, and Aspirus Family House.

Whether you are a first time decorator or a longtime Festival supporter, we are grateful for your partnership and the creativity you bring to this beloved community tradition. **THANK YOU!**

What Can I Donate?

We happily welcome a variety of decorated items that are pre-lit and artificial - including:

- Christmas trees
 - Wreaths
 - Tabletop trees
 - Centerpieces
- No live greenery as the items are out during the entire Festival week.*

We also happily welcome:

- Gift baskets
- Trips/Vacation venues
- Specialty displays
- Themed experiences and unique creations
- Holiday décor collections

All items donated (tree, wreath, centerpiece, display, basket, etc.) becomes the property of the Festival of Trees ("Festival") or the eventual owner. The display will be sold or auctioned off with all proceeds going to Festival of Trees in support of its fundraising mission.

Creating an Item To Attract Bidders

The most successful Festival items are beautifully presented, thoughtfully themed, and ready for the winning bidder to enjoy. As you create your design, consider:

- Selecting a clear and memorable theme
- Including coordinated decorations and accessories
- Adding items to create value and excitement for guests
- Designing with a home, office, family, hobby, or seasonal theme in mind
- Presenting a complete and visually appealing display

Themes should be family friendly, tasteful, and appropriate for display at a community holiday event. Festival of Trees reserves the right to decline items that may not align with event experience. Alcohol may be included but bidders will be restricted to ages 21 and older. No political or controversial themes allowed.

Decorating Guidelines

Securing Decorations

Securing decorations helps protect your display and ensures the winning bidder receives it in excellent condition. **All items, including trees, will be transported after Festival. ALL decorations must be wired/zip tied/etc. to the tree/wreath/centerpiece to secure and prevent damage during transportation to winning bidder – including garland, ribbon, picks, fillers, etc.** Gluing ornaments to their caps also helps to make them more secure.

Decorator/Donor is responsible for providing Festival with a list of items/décor *NOT* included with display and should list them on Checkout Form on Decorator Day.

ALL decorations must be securely attached to the tree using wire, zip ties, etc. – including:

- Ornaments
- Ribbon
- Garland
- Floral picks and fillers
- Accent pieces
- Etc.

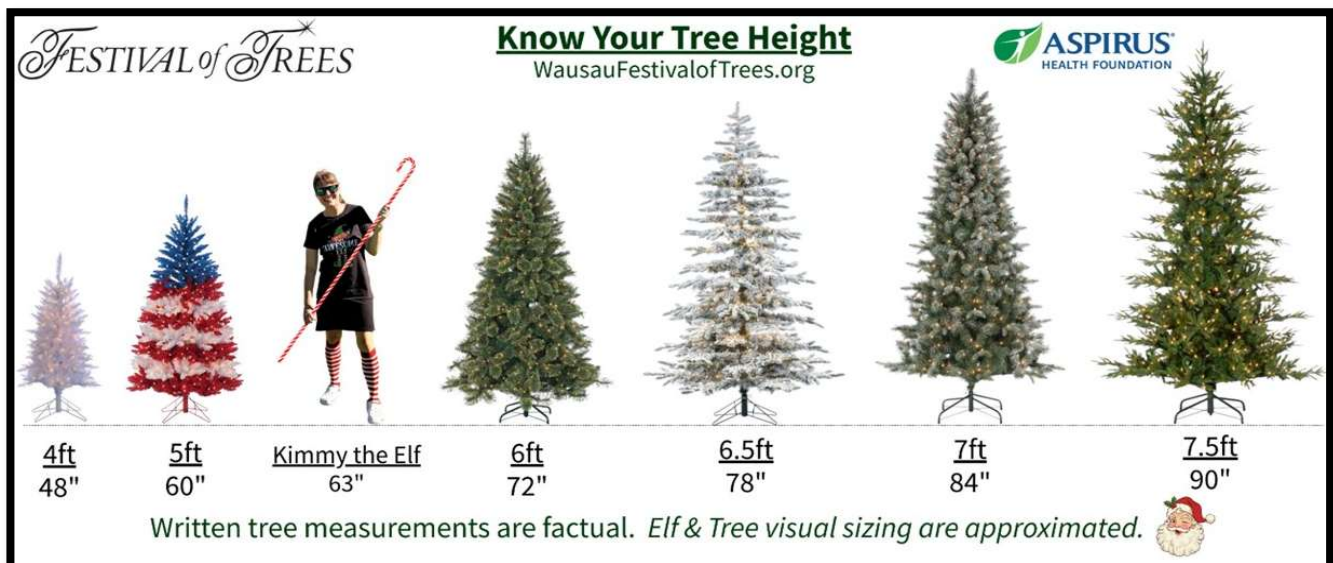
Tree Size Information

Festival trees range from tabletop sizes to 7.5 feet tall. *Trees taller than 7.5 feet cannot be accommodated due to transportation limitations.*

If you would like the Festival to provide you with a pre-lit, artificial Christmas tree, requests must be submitted by September 4, 2026 to festivaloftrees@aspirus.org. You will be sent a list from which you make your Top 3 tree selections.

The Festival may obtain a sponsor for your tree.

Tree manufacturers' measurements are from the floor to the top of the tree. [*This chart will help you know your tree height:*](#)



Providing Your Own Tree

If you are purchasing and providing your own pre-lit, artificial Christmas tree, it must be screwed together for transportation purposes after the Festival. This includes the base. Our volunteer crew will safely handle this step for you, and fluff the tree ahead of Decorator Days, when you drop off your tree on Wednesday 11/18/26 at the EXPO Center. Questions? Please ask – thank you!

Plastic tree stands are discouraged because they can break during transport.

Decorated Tree Weight

Undecorated trees range in weight beginning from 24lbs up to 40+lbs. Please keep in mind the total weight and help us avoid any tree base breaking under the weight of a fully decorated tree.

Tree Base Décor

Decorators are responsible for providing a tree skirt, tree cuff, or another attractive base covering.

Large Items

If your display includes furniture, oversized décor, bicycles, kayaks, gaming systems, or other large items, please notify the Festival Team as early as possible so we can plan floor space accordingly.

Wreath, Centerpiece, and Baskets

Wreaths

Festival supplied display doors accommodate wreaths up to 36 inches in diameter. *Wreaths larger than 36" will require alternate display arrangements (ex. hanging on wall).*

ALL decorations must be wired/secured to prevent damage during transportation to winning bidder – including ribbon, picks, fillers, etc. No live greenery as the items are out during the entire Festival week.

Doors and wreath hangers are provided by the Festival to display, or you may bring your own.

Centerpieces

ALL decorations must be wired/secured to prevent damage during transportation to winning bidder – including ribbon, picks, fillers, etc. No live greenery as the items are out during the entire Festival week.

Gift Baskets

Please do *not* wrap baskets in plastic. Guests enjoy seeing the contents, which can also help increase interest and bidding.

Gift Certificates

If your display includes gift certificates, please provide a copy for display purposes. Original certificates will be securely stored by the Festival Team until the Festival concludes.

Determining the Value of Your Item

All donated items require an estimated total value to be provided on Checkout Form during Drop-Off/Decorator Day.

Please include the original retail value of:

- Decorations and ornaments
- Gift certificates
- Items included under or beside display
- Basket contents
- Specialty items
- Wreath or Tree (*Trees provided by Festival will have value provided by Festival*)

Full, accurate values help the Festival establish auction and purchase opportunities for guests.

Electricity and Battery Operated Items

The Festival provides extension cords and power strips for displays requiring electricity. Additional light sets should be new and UL approved.

If your item includes battery operated features, please identify them during Decorator Checkout so volunteers can manage operation throughout the Festival.

Any battery operated items requiring a ladder to reach will not be on during Festival, as it is difficult to pull out ladders when battery timer(s) turn off during Festival open hours. Thank you for your understanding.

Important Dates

Decorator and Donor Registration Deadline - Friday, October 16, 2026

- Please submit one registration form for each donated or decorated item.
- Registration after 10/16/26 is accepted if space is available.
- If you are donating multiple items, each item requires its own registration. Example: You are decorating three wreaths. You will complete and submit three separate online forms.
- Please do not submit a second registration form if you are looking to update Decorator Name(s), description, or other details for signage - that will register a duplicate commitment under your name on our registration tracker. *Thank you!*



**Decorator/Donor
Registration**

Signage Information Due - Sunday, November 1, 2026

- To be included in Festival printed program, all decorated/donated items need a title and decorator/donor name(s) submitted by 11/01/26 deadline.
- Signage may be updated until Noon on Friday, November 13th. After this time, you will review and you can update your signage during your Decorator/Donor Checkout during Drop-Off/Decorator Day.

NOTE: 'Signage' = the sign the Festival posts along with your item/tree/basket to share details of what Festival Guests are bidding on. Details include: Item #, Title of Item, short description, In Honor/In Memoriam, Decorator/Donor Name(s), and Sponsor Name, if applicable.

Item Drop Off and Decorator Days

- Friday, November 20, 2026 10:00 am to 6:00 pm - Item Drop Off & Decorator Day
- Saturday, November 21, 2026 8:00 am to 5:30 pm - Item Drop Off & Decorator Day
- Location: Central Wisconsin Convention + Expo Center, Rothschild, WI

Your Participation Makes a Difference

Festival of Trees is much more than a holiday tradition.

Every decorated tree, wreath, centerpiece, basket, and specialty item helps create hope for patients, families, friends, and neighbors throughout our community.

Support Compassionate Care

Proceeds from the 2026 Festival of Trees will help support Aspirus comfort care and hospice services and Aspirus Family House.

These funds help provide high-quality, compassionate end-of-life hospice care through Aspirus At Home and help support community bedrooms at Aspirus Hospice House for individuals who otherwise could not afford to stay.

Funds will also help sustain the Aspirus Family House, offering home-like lodging for patients and families who need a safe, affordable, healing place to stay when traveling to Wausau for specialty care or to be near a loved one in medical crisis.

Join Us!

We invite you to share your creativity, your generosity, and your holiday spirit.

Whether you are decorating a spectacular tree, creating a one of a kind wreath, assembling a themed basket, or donating a specialty item, your contribution helps create an unforgettable Festival experience while supporting compassionate care throughout our community.

Register your commitment today and gather your team, family, friends, or coworkers to help create another magical Festival of Trees! THANK YOU!